



City of South Bend

Vacancy Announcement

Post Date: Monday, February 23, 2015

Closing Date: Until Filled

## **PUBLIC WORKS SAFETY COORDINATOR**

**Category:** Full Time

**Department:** Administration & Finance / Safety & Risk

**Reports To:** Director of Safety & Risk

**Schedule:** Monday-Friday, 8 AM-5PM. Hours may vary based on operational needs.

**Pay Rate:** \$37,000-\$47,000/yr. (Exempt)

**Position:** SUMMARY

Performs a variety of administrative, technical, and professional work in coordinating safety programs and training for public and city employees.

### **SUPERVISION EXERCISED**

Not applicable.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

This list represents the types of duties required by the position. Other duties may be assigned as reasonably expected.

- Assists Director of Safety & Risk with job site inspections both city and contracted to ensure safety compliance.
- Maintains calendar of annual required regulatory training, testing, or auditing necessary for compliance.
- Specializes in the area of Work Zone Safety and Traffic Control in compliance with MUTCD.
- Investigates and follows up on employee requests for service, concerns and request for information.
- Conducts training specializing in OSHA, DOT, DHS, NFPA, and any other work related training areas.
- Assists in the development of safety policies and procedures.
- Serves as a member of city departmental safety committees.
- Conducts departmental safety inspections or records keeping, safety training records, facilities and equipment to ensure compliance with local, federal and state safety regulation.

### **NON-ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Assumes other duties as assigned.

**QUALIFICATIONS**

To perform this position successfully, an individual must be able to perform each essential duty in a satisfactory manner. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND/OR EXPERIENCE**

- Minimum of two to three years on the job experience.
- Must have knowledge and experience with Microsoft Office.
- Minimum high school diploma or equivalent education. Vocational school training or associate's degree in related field preferred.

**KNOWLEDGE, SKILLS AND ABILITIES PREFERRED**

- Knowledge of relevant equipment, policies, and procedures, to promote effective local, state, or national safety operations
- Knowledge of principles and methods for safety curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects
- Knowledge of safety laws, legal codes, and other government regulations pertaining to safety
- Knowledge of materials, methods, and the tools involved in the construction of, buildings, or other structures such as highways and roads
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance.
- Ability to operate environmental testing equipment as needed.
- Ability to communicate information and ideas verbally so others will understand.
- Ability to communicate effectively in writing as appropriate for the needs of the audience.
- Good judgment and decision making.
- Working knowledge of City or County government a plus.

**CERTIFICATES, LICENSES, REGISTRATIONS**

- Valid Driver's License required.
- Must hold or have the ability to obtain OSHA Authorized Trainer within six months of employment

**EQUIPMENT**

Desktop, Tablet PC and/or Laptop Computer; Copier; Fax Machine; Scientific Calculator; Environmental Testing Equipment; Landline and Cell Telephone; Truck or Automobile.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and walk, and talk or hear. The employee is occasionally required to walk; use hands to fingers, handle or feel objects, tools or controls; and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required in this job include vision and the ability to adjust focus.

**WORK ENVIRONMENT**

Work is performed in mostly office settings, with moderate inside temperatures. The noise level in the work environment is usually quiet to moderate in the office. Entire office is smoke free. Occasional

field visits to job sites within the right of way to observe work practices and conditions may be necessary. The noise level and outdoor ambient temperature may vary, so appropriate dress and/or hearing protection should be used on a discretionary basis.

**EQUAL OPPORTUNITY EMPLOYER**

All qualified applicants will receive consideration for employment without regards to age, race, color, religion, sex, disability, veteran's status, national origin, genetic information, or sexual orientation. Reasonable accommodations for persons with a known disabling condition will be considered in accordance with State and Federal Law.

**TO APPLY**

All applications for currently posted positions will be submitted online at [www.southbendin.gov](http://www.southbendin.gov) or at the City of South Bend Office of Human Resources, 227 W. Jefferson Blvd., 12<sup>th</sup> Floor, South Bend, IN 46601.

**Drug Screen Required**

**Comprehensive Background Check Required**